

# CITY OF HELENA



**Position Title:** Human Resources Development Director

**Department:** Human Resources

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The work performed by this position involves leadership, coordination and oversight of the City of Helena Human Resources Department while focusing on creativity, innovation, professional growth and development, customer service, accountability, and leadership. The position leads all human resources, benefits, payroll, recruitment and selection, safety and labor relations activities for the City. The incumbent provides highly responsible and complex administrative support to the City Manager and is a member of the executive leadership team.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Human Resources Management**

The position is responsible to coordinate the organization, staffing, and operational activities for the Human Resources Office including payroll administration, contract negotiations and arbitration, collective bargaining agreement administration, safety, recruitment, selection and placement services, onboarding, employee FMLA and ADA administration, benefits administration, personnel records management, employee service awards program, and the administration of the classification, job evaluation, and performance evaluation systems.

The incumbent will oversee promotion, transfer, and separation procedures of current employees; oversee and ensure recruitment and selection processes comply with Federal and State laws, codes, and regulations including EEO and ADA.

The position will direct and participate in the administration of the City's classification and compensation plan; establish and maintain class specifications and salary ranges for positions; initiate and conduct wage and benefit surveys; analyze, evaluate, and make recommendations on proposed job reclassifications. The incumbent will also review employee benefit package and recommend changes consistent with laws and policies; and request bids for benefit services from outside agencies as needed.

The position will serve as the City's Equal Employment Opportunity (EEO) Officer; initiate, develop, and recommend policies and procedures; assure compliance with State and Federal Equal opportunity employment laws and regulations; participate in preparing for and defending EEO charges filed against the City. The incumbent will attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of human resources management.

The incumbent will plan, direct, and coordinate the Human Resources Department work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

The position will administer employee disciplinary policies and procedures; and provide assistance to staff on disciplinary issues and action to be taken.

The incumbent is accountable for professional development of City employees and for creating a learning culture among City employees.

## **Legal Analysis**

The incumbent is responsible to interpret, explain, and administer City Personnel Policies; and coordinate the revision and addition of City Personnel Policies. The incumbent will assure the City's compliance with policies, contracts, and ordinances, as well as Federal, State, and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters. The position will identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; and implement

improvements.

### **Collective Bargaining**

The position is responsible to prepare for and lead union-management contract negotiations, grievances, and arbitration; administer the provisions of existing employee contracts and agreements; and advise staff regarding provisions of contract. The incumbent will work with the City Attorney to defend City actions on grievances and arbitrations; represent the City at hearings and in courts of law in cases concerning human resources management and City actions. The incumbent will assess fiscal implication of negotiated terms and provide guidance to the City Manager.

### **Fiscal Management**

This position will manage and participate in the development and administration of the Human Resources Department budget; direct the forecast of additional funds needed for staffing, materials, and supplies; direct the monitoring of and approve expenditures; and direct the preparation of and implement budgetary adjustments as necessary. The position will also be required to manage budgets for the City's medical, vision and dental insurance plans and make recommendations and decisions on rate setting.

This position will play an integral role in the development of City Budget as it pertains to personnel costs and in this capacity will analyze, evaluate and recommend budgetary measures. In this capacity, this position is expected to provide input in financial matters that impact personnel, professional development, workloads and working conditions.

### **Executive Counsel**

This position will be expected to provide the City Manager's Office with executive legal counsel and direction on all matters that effect personnel, personnel policies, compensation, hiring and retention, union agreements, grievances, fiscal management and any other Human Resource issues that require the City Manager's attention. This position from time to time and at the request of the City Manager may provide counsel to the City Commission.

The incumbent will provide periodic reports and presentations to the City Commission at Administrative and/or regular Commission meetings. The position will also provide staff assistance to the City Manager and all Department Heads; prepare and present staff reports and other necessary correspondence.

### **Innovation and Entrepreneurship**

This position will be expected to lead innovation and creativity in the City. The incumbent will seek out best practices in professional development, management, organizational processes, evaluation and other relevant organizational dynamics to propel the City.

### **Safety Administration**

The position is required to ensure that all employees within the department are following all City safety standards and protocol. Further, this position is responsible to ensure safe work habits of all City of Helena employees through oversight of the City Safety Committee and workers' compensation programs.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Best practices in supervision, management, motivation leadership, operational characteristics, services, and activities in human resources, labor law, professional development, finances and/or other closely related fields.
- Legal processes and frameworks that guide organizations, employees, unions and other key interactions.
- Business and management principles involved in strategic planning, resource allocation and coordination of people and resources.
- State and Federal rules, laws and regulation related to human resources.
- Personnel laws and legal frameworks.
- New benefit suites that include enhanced financial/retirement benefits.
- Principles and practices of payroll administration, record keeping and reporting.

- Principles and practices of collective bargaining and labor relations and or experience in litigation, conflict resolution, mediation.
- Wage and salary/benefit administration principles and practices.
- Workers compensation, disability legal issues.
- Principles and methods of evaluation, training and education.
- Knowledge with financial tools related to personnel benefits

**Skill or ability to:**

- Provide outstanding customer service to other City employees and the public.
- Demonstrated customer service track record in competitive industries.
- Bring an entrepreneurial approach to Human Resources management to municipal government.
- Integrate best practices into current operations.
- Demonstrate innovation and creativity.
- Exercise leadership to increase the prestige of the Department among other Departments.
- Inspire innovation and creativity in the Department and lead by example.
- Select, supervise, train, and evaluate staff.
- Prepare and administer budgets; identify financial tools and options for employees.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions from both a legal perspective and a management perspective
- Compile and maintain complex and extensive, accurate, concise records and prepare reports.
- Maintain confidentiality of sensitive information and data.
- Communicate clearly and concisely, both orally and in writing and possess proven financial skills.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands:**

Ability to work in a standard office environment.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a Bachelor's degree in human resources, business administration, public administration or related degree from an accredited college or university. A Master's degree or JD is highly preferred but not required. The position also requires extensive progressively responsible experience in human resources, law, financial services/customer services, organizational development, innovation, talent retention or related field.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by the City Manager

**Supervision Exercised:**

Supervises all employees of the Human Resources Department

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform**

**these duties?**

☐ **YES**      **or**      ☐ **NO**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_